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Office of Security (OS) *(Continued)*

Personnel Security and Investigations

Clearance Division

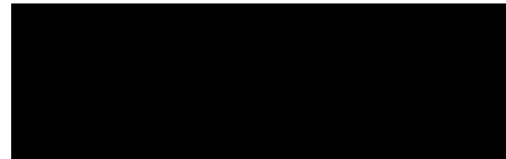
Performs the processing and security evaluation of applicants for Agency employment and of other individuals being considered for CIA clearance or approvals. This activity also includes the continuing review of Agency employees through a reinvestigative program.

Security Support Division

Conducts the Agency's personnel and operational polygraph programs. Provides an immediate response capability as well as briefing and

guidance programs pertaining to a variety of security and cover-related problems incurred by Agency employees involved in both official and relevant personal activities.

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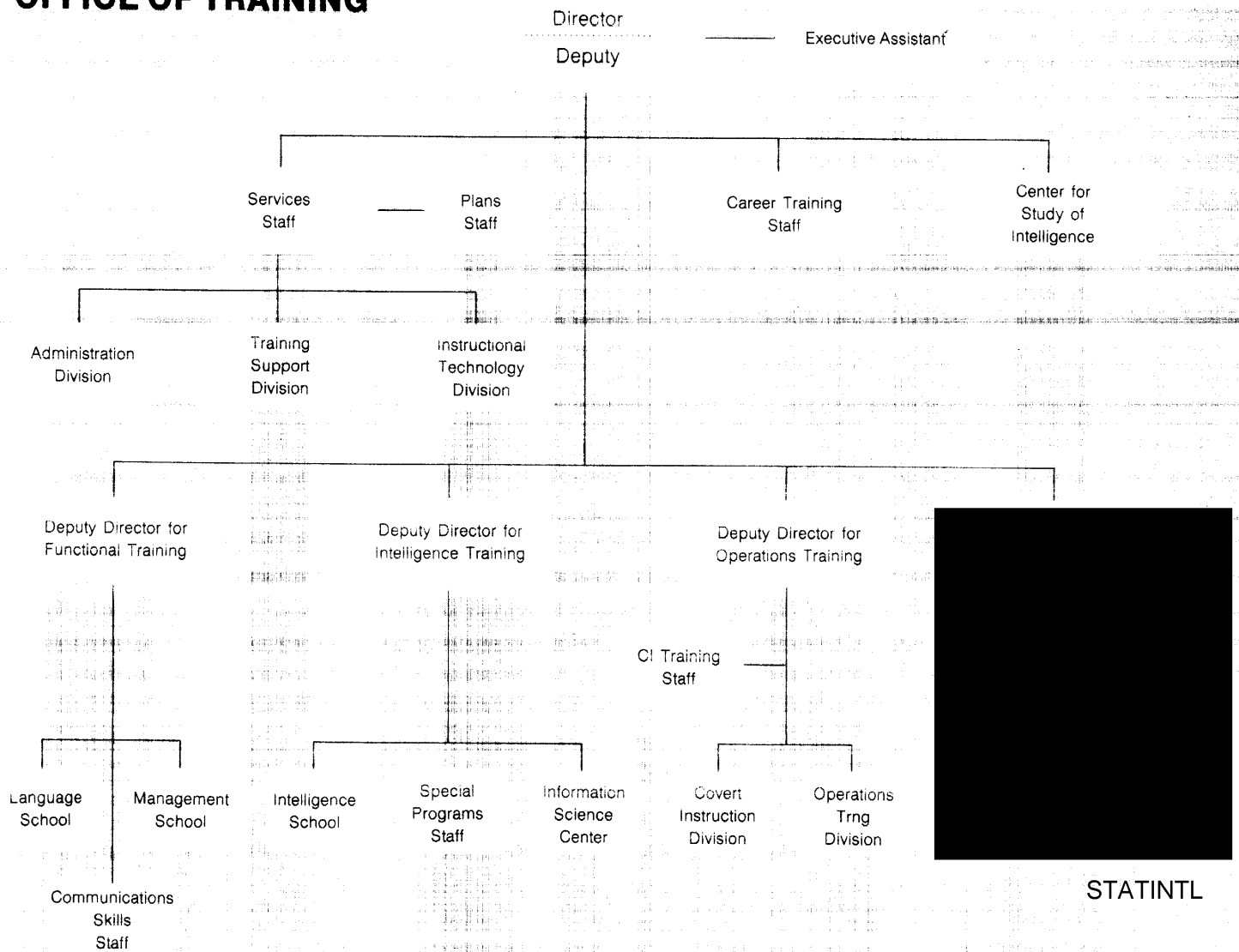


Security Analysis Group

Investigates, analyzes and reports on security-related counterintelligence matters.

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OFFICE OF TRAINING



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Office of Training (OTR)

Overall Functions

Develops, coordinates, and conducts courses and programs which range from orientations to advanced skills on subjects of intelligence and world affairs, organizational management, information science, operations, and foreign languages. Manages the Agency's Career Training Program and Language Development Program. The office also operates the Center for the Study of Intelligence, administers Agency-sponsored external training, and supports visits of non-Agency groups to CIA for specialized briefings and orientations.

Career Training Staff

Manages the Career Training Program, an activity which concentrates on the selection, training, and assignment of a select number of junior professionals with high potential for growth and contribution. The scope of the program, which includes both new-entry and internal personnel, is based on requirements from the respective directorates and the Office of the Director of Central Intelligence.

Center for the Study of Intelligence

Conducts a program of inquiry into the purposes and processes of intelligence. Works independently of, but in close relationship to, operating elements of the Agency. Its efforts include seminars such as the "Seminar on Ethics and Creativity in CIA" and research, the results of which are published in papers such as those on "National Estimates..." or "Clandestinity and Current Intelligence."

Administration Division

Responsible for the support functions of the Office of Training: personnel, logistics, budget and finance, and a word processing center. Also

Instructional Technology Division

Utilizes systematic instructional development techniques and multi-media resources to support ongoing and new training courses.

Training Support Division

Responsible for the administration and management of the Agency External Training Program, setting the travel and per diem and academic allowances, and monitoring cover, security, audit and personnel requirements; administration of the Agency Off-Campus Program; maintenance of the computerized Agency Training Record; publishing of selected OTR publications; the Executive Secretariat of the Training Selection Board; responding to requests for information on external training programs; handling registrations for all OTR courses; compiling and maintaining statistics for OTR and external courses.

Communications Skills Staff

Provides training in oral and written communications with particular emphasis on Agency correspondence procedures. Courses are also presented for secretaries and office workers involving interpersonal communication, motivation and human relations skills, and office management practices.

Intelligence School

Responsible for orientation and general courses for new, mid- and senior-level employees; for specialized training in preparation for overseas assignment, analyst training; and for ad hoc foreign liaison tutorials.

Special Program Staff

Conducts courses such as foreign culture, economics, international business, industrial orientation, plus civic, academic, and governmental briefings and orientations.

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Office of Training (TR) (Continued)

Information Science Center

Conducts courses in basic computer programming and the application of various computer science methodologies to intelligence analysis.

Covert Instruction Division

Provides both covert and scheduled operational training in basic tradecraft and operations records for staff personnel, contract officers, nonofficial cover officers, foreign agents, and selected officers of friendly liaison services. This training is done both in the United States and overseas.

Counterintelligence Training Staff

Develops and conducts a Counterintelligence Operations Course and provides or arranges for lecturers on counterintelligence subjects in other OTR courses as well as for other US Government agencies. The training includes coverage of the legal basis of counterintelligence as well as organizational and operational topics related to counterintelligence.

Language School

Conducts full-time and part-time instruction and proficiency testing in over 20 languages and

provides administrative support for the Agency's language development program.

Management School

Provides courses of instruction designed to help managers and supervisors to better handle themselves and the Agency's resources. The courses offered are for first-line supervisors through senior executives and are classified by the type of information taught—technical, administrative, and/or interpersonal.

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